



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

October 24, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **PATRICK PORCH CORRECTIVE ACTION PLAN – SUPPLEMENTAL MEMO**

Our Office met with staff from Department of Health Services (DHS), County Counsel (CoCo), Auditor-Controller (A-C), Office of Affirmative Action Compliance (OAAC) and Department of Human Resources (DHR) to review the chronology of events in the Patrick Porch case and the involvement of multiple departments in the investigations of the various allegations. Based on discussions with the departments, we make the following recommendations to improve interdepartmental coordination on complex litigation cases:

1. All complaints regarding financial allegations, management improprieties, employment practices, discrimination, harassment and fraud should be filed with the A-C's Investigation Tracking and Management System (ITMS). The ITMS will be used to track and manage hotline calls and referrals, regardless of which agency receives the complaint or what type of complaint it is. Having complaints in one centralized database will enable data to be sorted and tracked. Any trends or recurring factors can then be identified for additional analysis and investigation.
2. The A-C will work with OAAC, DHR and County Counsel to enable those departments to have access to ITMS to search for recurring factors. If recurring factors are identified, the departments will work together to designate a lead department responsible to do further investigation, with the other departments providing support as needed. The investigation plan should identify which

specific agency is responsible for each step of the investigation and a timetable for when each step will be completed.

3. The A-C and my office will issue a memo to department heads instructing them to file complaints with the A-C.

Please note that although ITMS is already in use Countywide and contains most of the functionality proposed, it will require further enhancement to incorporate the administrative and operational functionality of the other three departments. Additionally, as with other Countywide mainstream systems, ongoing maintenance and support will be required to maintain business continuity. Therefore, A-C and Internal Services Department will identify and estimate the cost of the needed enhancement and related maintenance. We will work with A-C to identify funding once the costs are known.

A second area of concern in the Patrick Porch case was the eventual charge and investigation against a high-level manager in DHS. County employees must have the ability to file complaints against executive level management without fear of reprisal. Also, County staff are put in a difficult situation if they are asked to investigate their own executive management. As part of the periodic outreach which A-C does to make individuals aware of the hotline, A-C will make it clear that complaints against executive level managers should be filed with the A-C for investigation.

If you have any questions or need additional information, please contact Ellen Sandt of this Office at (213) 974-1186, or Maria Oms of the Auditor-Controller at (213) 974-8303.

WTF:EFS:ef

c: Deputy Chief Executive Officers  
Affirmative Action Compliance  
Auditor Controller  
County Counsel  
Department of Human Resources  
Executive Officer, Board of Supervisors  
Internal Services Department